## TITLE: Safety and Loss Control

**PURPOSE:** To minimize vulnerability to District \_\_ assets and to provide a safe and healthful working environment for district employees

**POLICY:** Employees must use safe work practices and proactive loss control measures to minimize risk. As a school district, the district does not fall under the direct authority of the Occupational Safety and Health Administration (OSHA). The district, not OSHA, has the responsibility to ensure compliance with safe work practices.

**PROCEDURE:**

1. Responsibilities:

a. Management will:

* Develop safe and healthful policies and procedures
* Ensure district employees are evaluated yearly for safety and loss-control related performance and training.
* Foster a culture of proactive loss control and safe work habits.
* Budget for safety equipment including personal protective equipment and safety equipment.
* Ensure that administrative action is taken when employees behave in a careless or unsafe manner.

b. Supervisors will:

* Ensure that employees under their supervision have been trained in safe work practices prior to exposing employees to hazardous work conditions.
* Ensure employees under their supervision are provided with and use the appropriate safety equipment, including personal protective equipment.
* Ensure employees under their supervision use safe work practices and proactive loss control measures.
* Report instances of carelessness and failure to work safely to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Report injuries, loss, or potential loss incidents to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ within 24hours.

c. Every Employee will:

* Be responsible for working safely and protecting district assets.
* Not perform activities that they have not been safely trained to execute.
* Use safety equipment including personal protective equipment and safe work practices.
* Avoid play or distractions that may result in injury.
* Report unsafe work conditions to their supervisors. If supervisors fail to correct the unsafe work condition, the employee will report the hazardous condition to Risk Management.
* Secure vulnerable property from potential risk.
* Report injuries, losses, or potential losses to their supervisor.